

# **Fairfax-Falls Church Local Human Rights Committee**

**February 12, 2014**

## **MINUTES**

The Fairfax-Falls Church Local Human Rights Committee met in quarterly session at the Pennino Building, 12011 Government Center Parkway, Suite 836, Fairfax, VA 22035-1100

***Committee Members in Attendance:*** Louise Evertt, Vice-Chair; Mary Jane Billinger, Member; John King, Member; Anne Ruth, Member

***Committee Members Absent:*** Joyce Stuart, Chair

***Others in Attendance:*** Kevin Paluszak, DBHDS Office of Human Rights, Regional LHRC Advocate; Gerri Barbato, MA, APTS; Tracy Hollis, Chimes; Jennifer Wilson, CFS-ServiceSource; Catherine St. Ours, Blue Ridge; Cheryl Simpkins, MVLE, Inc.; Jean-Marie Moore, RIVA; Sutapa Ghosh, CFS-ServiceSource; Michael Hill, LMEC, Potential Committee Member; and Lisa Blecker, FX-FC CSB.

### **1. Meeting Called to Order**

Louise Evertt, Vice-Chair called the meeting to order at 12:32 p.m.

### **2. Approval of the minutes**

A motion was made by Mary Jane Billinger for approval of the May 8, 2013 minutes as drafted. The motion was seconded by Anne Ruth and unanimously carried.

### **3. Executive Session\***

- a) Following a motion which was seconded and passed, executive session convened at 12:45 p.m. for a review of behavior plans pursuant to VA code 2.2-3711(A) (15).
- b) Several plans were identified as not in need of review by the LHRC as the restrictive components of the plan did not include Restraint, Seclusion, or Time-Out. Erin will notify the Behavior Management Committee Liaison of the status of the identified plans so that they are not submitted for review in the future unless the restrictive components change.
- c) Following a motion, which was seconded and passed, it was certified that only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters identified in the motion to convene an executive session were heard, discussed, or considered by the Fairfax-Falls Church Local Human Rights Committee during Executive session, which adjourned at 2:08 p.m.

### **4. Quarterly Summary Submissions**

- a) 22 second quarter reports were submitted for review. Review responses/dispositions were completed and are to be mailed to the affiliates.

\*Closed to Committee Members and Presenters as required

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- b) Jean Marie Moore of RIVA, to fulfill cooperative agreement requirements of one face-to-face visit annually, and Sutapa Ghosh of Central Fairfax-Service Source as this report was not submitted for a pre-meeting review, presented their second quarter reports.

### **5. Committee Business Section**

#### **A. New Business**

- a) Committee Member Applicant; Following a motion which was seconded and passed, executive session re-convened at 3:37 p.m. to interview Michael Hill for a seat on the FX-FC LHRC, pursuant to VA code 2.2-3711(A) (15).
- b) Following a motion, which was seconded and passed, it was certified that only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters identified in the motion to convene an executive session were heard, discussed, or considered by the Fairfax-Falls Church Local Human Rights Committee during Executive session, which adjourned at 3:55 PM.
- c) Update from committee members re: visits to other area LHRC's: Ms. Everett recounted the most pressing matters heard at other LHRC meetings which include a request of training for committee members.
- d) Discussion to modify LHRC Quarterly meeting schedule and content; several suggestions were made to alter the current meeting schedule and content including:
  - i. Altering the meeting schedule to better accommodate the amount of business that accumulates in between the quarterly meetings.
  - ii. Creation of a sub-committee for the purpose of behavior plan review. A brief outcome report would be presented at each quarterly meeting.
  - iii. A reminder of a limited presentation time would be included in all meeting invitations, with a volunteer or elected time-keeper to ensure the adherence to this time limit.
  - iv. A decision on these suggestions was tabled until the November meeting as not all committee members were present to join in this discussion.

#### **B. Old Business**

- a) Spreadsheets for collecting affiliate information and meeting data were distributed and discussed.
  - i. LHRC Reports and Plans Tracking; this spreadsheet will be updated by Ms. Bloom to keep track of the receipt date of behavior plans, quarterly reports and report corrections requested of affiliates as well as any written corrections requested in response to a submitted plan or quarterly at the current meeting.
  - ii. Affiliate Information; this spreadsheet will be updated by Ms. Bloom to track affiliate information including name, locations, website, affiliated services, and a

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brief description of visits. The visit descriptions will be sent to Ms. Bloom by committee members at the conclusion of a site visit for inclusion in this sheet.

- iii. Visits; this spreadsheet was to be updated by committee members and was intended to track visit information, however use of the document was tabled until the use of the affiliate spreadsheet and meeting minutes could be explored as an alternative.
- iv. Number of Allegations and Complaints; this spreadsheet was to be updated by committee members and used to track trends in allegations and complaints. Implementation was suspended until the value and efficiency of the Reports and Plans Tracking and the Affiliate Information spreadsheets were determined.
- b) Affiliate Site Visits: Committee members agreed on a visitation schedule to be conducted by no fewer than 2 members per visit if possible. The committee members will schedule the visits with the affiliates and forward visit details to Erin for inclusion in the Affiliate Information spreadsheet. Ms. Billinger and Ms. Ruth will contact MVLE and St. John's Community Services. Ms. Evertt will contact Resources for Independence of VA, Inc.

### **6. Advocate's Report**

- a) Update on SHRC actions/activities since May '13 meeting: Mr. Paluszak reported on the appointment of Ms. Carolyn DeVilbiss as State Human Rights Committee Chairperson.
- b) Committee members asked for additional Human Rights and Policy training and guidance. Mr. Paluszak replied that he would research this matter and reply with an update to planning by the SHRC in human rights and policy training.
- c) In support of item 5d, Mr. Paluszak supported forming a sub-committee to review behavior plans and prepare a brief report for the quarterly meetings to increase efficiency and reduce the workload.

#### **Actions Taken –**

- Approval of the May 8, 2013 minutes of the Fairfax-Falls Church Local Human Rights Committee
- Approval of Michael Hill for committee member, application forwarded to the State Human Rights committee for appointment.

There being no further business to come before the Board, the meeting adjourned at 6:15 PM

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